

Verification

2014-2015 School Year

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Distance Learning

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What is verification?

- All National School Lunch Programs are required to **confirm the eligibility** of meal benefits to a percentage of all approved income eligible and Supplemental Nutrition Assistance Program (SNAP) approved applications
- Confirmation requires households to show proof of income or SNAP benefit status

Who performs verification?

- The Verifying Official with the district is responsible for Verification activities
- The Verifying Official MAY or MAY NOT be the same person as the Determining Official
- Reported to ADE CNU each year with Renewal Agreement (on CN Contact page)

What does the Confirming Official do?

- The Confirming Official checks applications selected for verification PRIOR to the household being contacted and confirms that the application was approved correctly by the Determining Official

What are the types of verification?

- Standard Sample Verification
- Alternate 1
- Alternate 2

Types of Verification

- Standard Sampling
 - 3% of all approved applications
 - **pulled randomly from Error Prone Applications**
 - Error Prone Applications are income applications that fall within \$1200 ANNUALLY of the Earned Income Guidelines

Types of Verification

- Alternate 1
 - 3% of all approved applications
 - **Pulled randomly from ALL approved applications**
- Alternate 2 - Lesser of
 - 1% of all approved applications or **1,000 of the total approved pulled randomly from Error Prone applications**
 - **PLUS** ½% of all approved SNAP applications or **500 pulled randomly from SNAP applications**

How do you know which type of Verification to perform?

- Look at the **Standard Sample List** that is published each year with the Commissioner's Memo instructing districts regarding Verification
- This year's memo is FIN-
- If your district is on this list you **MUST** perform Standard Sample Verification activities

When to use Alternate 1 or 2

- District may use Alternate 1 or 2 verification activities **ONLY** if the District is **NOT** listed on the Standard Sample List for the school year
- Verifying Official decides between Alternate 1 and 2

Why is my district on the Standard Sample list?

- Did not do verification correctly last year for example:
 - did not verify enough applications last year or
 - did not complete verification by the deadline of November 15th
- CRE findings
- **Had more than 20% non-response rate on last year's verification**



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Verification Activities

- Part 9 of the *Eligibility Manual for School Meals*, Revised 2014 discusses how to perform Verification Activities
- **READ THIS!!!**

Standard Sample Verification

- When Determining Official approves applications they should determine if the income application is error prone at that time
- Mark any applications that are error prone applications (separate into another file?)

What is an Error Prone application?

- Error prone applications are approved **INCOME** applications that are within the following dollar amounts of the Income Eligibility Guidelines (IEGs) **for the category approved** (free or reduced) (page 81 of Manual)
 - **Within \$1200 of IEG annual income**
 - **Within \$100 of IEG monthly income**



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Example of an Error Prone Application

- Household size = 5
- Yearly income from application = \$35,841
- Free IEG for HH of 5 = \$36,283
- $\$36,283 - 35,841 = \442
- **\$442 is within \$1200 per year of IEGs**
- Therefore this **IS** an error prone application

Example of an Error Prone Application

- Household size = 6
- Monthly Income = \$3387
- IEGs = \$3464
- $\$3464 - 3387 = \77
- \$77 is within \$100 per month of IEGs
- Therefore this **IS** an error prone application

Is this an Error Prone application?

- An application for a household of 4 has an income listed of \$32,105 annually
- The free IEG is \$31,005, the reduced IEG is \$44,123
- Does this household qualify for free or reduced price meal benefits?

Is this an error prone application?

- Qualifies for reduced benefits
- Is the income with \$1200 annually of the **reduced** IEGs?
- No, therefore this **IS NOT** an error prone application

How many applications do I verify with Standard Sample?

- Count the number of approved APPLICATIONS (income and SNAP) on file as of Oct 1
- Multiply that number by 3% (.03)
- Round to the next whole number
- This is the number of applications that must be verified (page 84)

Example of calculations for Standard Sampling

- LEA has 152 approved income and SNAP applications as of Oct. 1
- $152 \times .03 = 4.56$
- 4.56 rounds up to 5
- Must verify 5 error prone applications

How do I choose the applications to be verified with Standard Sample?

- Determine the number of applications needed to verify
- Determine the number of approved error prone applications
- **If there are more error prone applications than needed to verify** then randomly select the correct number of applications to be verified **from the error prone** applications

How do I choose the applications to be verified with Standard Sample?

- **If the number of applications to be verified is higher than the number of error prone applications then verify **ALL** of the error prone applications and **randomly select additional applications** from the other approved applications to get the total number needed to verify**

Example of selecting applications for Standard Sample Verification

- From our previous example the LEA needs to verify 5 applications
- If the LEA has 3 applications that have been determined to be error prone
- Then the LEA will choose all 3 error prone applications and randomly select 2 additional applications to be verified from the other approved applications

How many applications do I verify for Alternate 1 sampling?

- Count the total number of approved income and SNAP applications on file as of Oct 1
- Multiply number of approved applications by 3% (.03)
- **Round up to the next whole number**
- = Number of applications to verify

Example of calculations for Alternate 1 sampling

- LEA has 152 approved income and SNAP applications on Oct. 1
- $152 \times .03 = 4.56$
- 4.56 rounds up to 5
- Must verify 5 applications randomly selected from **all approved applications**

How many applications do I verify for Alternate 2 sampling?

- Count the total number of approved income and SNAP applications on file as of Oct 1.
- Multiply number of approved applications by 1% (.01)
- Round up to the next whole number
- Must verify this number of applications randomly selected from **ERROR PRONE** applications

How many applications do I verify for Alternate 2 sampling?

- **In addition MUST ALSO VERIFY:**
- $\frac{1}{2}$ of 1% of all SNAP applications
 - Count all SNAP applications on file as of Oct. 1st
 - Multiply that number by .5% (.005)
 - Randomly select this number of applications from **approved SNAP** applications

Example of calculations for Alternate 2 sampling

- LEA has the following approved applications on file as of Oct 1:
 - Income applications = 182
 - SNAP applications = 48
 - Total approved applications ($182 + 48 = 230$)
 - Multiply this number by 1% ($230 \times .01 = 2.3$)
 - Round up to next whole number $2.3 = 3$ applications
 - Randomly select 3 ERROR PRONE applications to verify **PLUS:**



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Example of calculations for Alternate 2 sampling

- Total number of SNAP applications = 48
- Multiply 48 by $\frac{1}{2}\%$ ($48 \times .005 = .24$)
- Round up to next whole number ($.24 = 1$ application)
- Randomly select 1 SNAP application to verify
- **Therefore total number of applications to verify = 3**
Error Prone applications PLUS 1 SNAP application for a total of 4 applications (see pages 85)

Verification Timeline

- Step 1: Approve applications
- Step 2: Choose method (type) of verification (on or before October 1)
- Step 3: Write narrative of application selection process, keep with verification records

What do I put in the verification narrative?

- Your calculations showing the number of applications to verify
- Your method of selecting the applications
- **Remember: When random sampling, your method MUST result in all available applications having an EQUAL chance of being chosen for verification**

What do I put in the verification narrative?

- The narrative should include:
 - Total number of approved applications on file as of October 1st
 - Which verification sample type you are using: Standard Sample, Alternate 1, or Alternate 2
 - The number of applications to be verified by the deadline of November 15, 2014



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What do I put in the verification narrative?

- If you REPLACE applications, your narrative must also include your criteria for doing so (will discuss more later)
- Remember that, regardless of reason, you may not replace more than 5% of applications (see page 89)

Example of a verification narrative

- On Oct 1, 2014 the district had 452 approved income and SNAP applications. The district is required to use Standard Sampling for the 2014-15 school year. $452 \text{ applications} \times 3\% = 13.56$ so must verify 14 applications chosen from Error Prone applications. The district had 12 Error Prone applications – pulled all 12 to verify. Placed the remaining 440 applications face down on the table and randomly picked up two additional applications to verify for a total of 14 applications. Confirming Official confirmed that all 14 applications had been approved correctly so no need to replace any applications. First Letters to Household sent on Oct. 4, 2014. Additional contacts as needed are noted on each Verification Tracker.

Verification Timeline

- Step 4: Sort and count applications
- Step 5: Determine total number of approved applications on file as of Oct. 1
- Step 6: Establish number of applications to be verified based on verification method (standard, alternate 1 or 2)
- Step 7: Select applications to be verified

Selection of applications

- With random sampling ALL **available** applications have an equal chance of being pulled for verification
- Examples of selection methods:
 - Divide number of apps by number of apps needed to verify – for example have 150 apps need to verify 5 – select every 30th app to verify
 - Put all available apps face down and randomly pick up the number required to verify
 - If apps are numbered ask someone to randomly pick numbers between 1 and x (total # apps)



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Verification Timeline

- Step 8: Recheck the original eligibility determination
 - Performed by the Confirming Official
 - Confirming Official checks the application for completeness
 - Confirms household size and income were figured correctly by Determining Official on income applications **or**
 - Confirms SNAP case number or identifier is on SNAP apps
 - Confirming Official signs off on the Verification Tracker that should be attached to each application chosen for verification
 - See pages 87-88 of Eligibility Manual if the Confirming Official finds an error in original determination



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Verification Timeline

- Step 9: Notify Household of selection for verification
 - “We must check your application...” letter is always part of the Forms and Letters Packet with the school year’s application materials
 - Give household a deadline for returning required information (allow at least 10 days from date of letter)

We must check your application letter:

- “If you have questions or need help, please call **[name]** at **[phone number]**. The call is free. **[Toll free or reverse charge explanation]**.”
- Must have either a toll free number for households to contact, or explanation of how to contact Verifying Official at no cost to the household.
- This information **MUST** be on the letter **EVEN IF** there are no households outside of the no charge calling area of the district.



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Why must we have toll free calling information?

- Required with the 2004 Child Nutrition Reauthorization
- Even if all households within calling area, the adult household member may travel and need to contact the Verifying Official regarding verification
- Toll free or no charge contact number is **ONLY REQUIRED** with **VERIFICATION** activities

After Selection of Applications

- Once a household has been sent a “We must check your application...” letter the application **MUST** be verified.
- If the student drops **after** the letter has been sent and **before** the information has been supplied to the Verifying Official then the application is considered “did not respond” and a new application must be selected to meet the minimum verification requirement (Page 96)

Verification Timeline

- Step 10: Collect income documentation
 - Make sure that **ALL income** listed on the application is verified (for example all wages, child support, alimony, SSI, etc.)
 - The papers must show the **name** of the person who received the income, the **date** it was received, **how much** was received, and **how often** it was received (how often is not always on pay stub)



Collect Income Documentation

- Timeframe of documentation
 - Month prior to application's completion
 - Month of application's completion
 - Any full month between completion of application and verification activities

Collect Income Documentation

- Make sure all income documentation submitted is for the same month
- Make sure the income documentation is for an ENTIRE month – one weekly pay stub is fine as long as it represents what the household normally receives each week and an accurate conversion can be made. (Page 96)
- If do not receive entire month income then must contact household for more information and treat as incomplete until additional information is received.

Collect Income Documentation

- No Income
 - If household IS SELECTED FOR VERIFICATION OR VERIFICATION FOR CAUSE AND states they have *no income* the LEA MUST request an explanation of how living expenses are met and may request additional written documentation or collateral contacts.



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Collect Income Documentation

- In cases where the household has not been able to provide adequate written evidence the Verifying Official should request a **Collateral Contact**
- See page 91 of Eligibility Manual for more information if a Collateral Contact is needed

Acceptable SNAP Verification Documentation

- SNAP award letter (make sure current year's date)
- Letter from DHS stating household receiving SNAP benefits
- SNAP EBT card IS NOT acceptable documentation (does not have dates)

Acceptable SNAP Verification Documentation

- Verifying Official may submit list of names to DHS for confirmation of SNAP benefits
- Documentation of telephone confirmation with county DHS office (name of person contacted, date of contact, confirmation of benefits, initials or signature of Verifying Official making contact on Verification Tracker)

Verification Timeline

- Step 11: Calculate eligibility based on documentation submitted
 - If unsure of the documentation submitted go back to the Eligibility Manual
 - If this does not answer the question please call your Area Specialist. If your Area Specialist is not available there is always an Area Specialist on office duty that can help.
 - There will always be unusual circumstances that can't be covered in the manual, so don't hesitate to call.



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Verification Results

- ***No change*** – documentation supports original determination
- ***Benefits increased*** – documentation supports change from reduced to free
- ***Benefits decreased*** – documentation supports change from free to reduced or paid OR from reduced to paid
- ***Did not respond*** – household did not respond changed to paid



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What if household does not respond?

- Must contact household at least 2 times (if they do not respond to first request) – requirement after 2004 Child Nutrition Reauthorization
- Must document on the Verification Tracker all contact with household requesting information

What if the household does not respond?

- If no response by deadline in the “We must check your application..” letter sent to the household then must send “We have checked your application...” marked as changing to paid due to “did not respond”.
- Give **10 CALENDAR** days from date of letter as the last day to eat on current status before changing to paid status
- Allows households the opportunity to appeal and/or turn in verification documentation

Verification Timeline

- Step 12: Notify family of verification results
 - “We have checked your application...” letter MUST be sent to all household’s chosen for verification
 - Letter MUST be sent on or before November 15th
 - If reduction in benefits MUST allow 10 calendar days for household to appeal
 - If increase in benefits MUST change within 3 days of determination (the sooner the better)

When is Verification of an Application Complete?

- Household has turned in list of all adult household members (see “We must check your application...” letter), **AND**
- All income listed on application is confirmed, **or**
- SNAP benefits confirmed **AND**
- “We have checked your application...” letter has been sent to the household

Verification Timeline

- Step 13: Complete Verification Tracker for each application chosen for verification
 - This is actually an ongoing process that begins with application selection
 - Make sure tracker is complete and signed by the Verifying Official when verification is completed

Verification Timeline

- Step 14: Compile districts verification results to report to state
- Step 15: Download FNS-742 (Verification Collection Report) from ADE, CNU website, save to your computer and complete the form
- How will you send the data and report?

Break



Why has the Verification Report changed?

- The form expired
- Healthy Hunger-Free Kids Act of 2010 changed the program requirement
- The need for more data collection
- Results of NSLP/SBP Access, Participation, Eligibility and Certification (APEC) Study 2007

Verification Collection Report

- Verification Collection Report form FNS-742
- Report layout has 5 sections:
 - General Instructions
 - Section 1 – Total Schools and Enrolled Students
 - Section 2 – SFA's Operating Alternate Provisions
 - Section 3 – Students Approved as FREE not Subject to Verification
 - Section 4 – Students and Applications Approved as FREE or REDUCED PRICE
 - Section 5 – Results of Verification Activities



General Instructions

Department of Agriculture, Food and Nutrition Service
School Food Authority (SFA) Verification Collection Report

State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0026. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.

| | | | | | | | | |
|---------------------------|-----------------|---|---|--|--|--|--|--|
| State Agency Name: | SFA ID#: | Type of SFA: <input type="checkbox"/> Public <input type="checkbox"/> Nonprofit/Private | School Year: From: 20 To: 20 | | | | | |
| SFA Name: | | SFA City: | SFA Zip code: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | |
| | | | | | | | | |

General Instructions

Department of Agriculture, Food and Nutrition Service School Food Authority (SFA) Verification Collection Report

State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0026. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.

| | | | | | | | | |
|---|---------------------------------|--|--|---|---|---|---|---|
| State Agency Name: Arkansas Department of Education | SFA ID#: 0000000 | Type of SFA: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Nonprofit/Private | School Year: From: 20 13 To: 20 14 | | | | | |
| SFA Name: ABC District | SFA City: Little Rock | SFA Zip code: <table border="1"><tr><td>7</td><td>2</td><td>2</td><td>0</td><td>5</td></tr></table> | | 7 | 2 | 2 | 0 | 5 |
| 7 | 2 | 2 | 0 | 5 | | | | |



Section 1 Total Schools and Enrolled Students

| | | | | |
|-----------|---|---|---|--------------------------|
| Section 1 | Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students | <i>**All SFAs must report Section 1**</i> | A. Number of Schools OR Institutions | B. Number of Students |
| | | 1-1: Total schools (Do not include RCCIs): | | |
| | | 1-2: Total RCCIs (Do not include schools counted in 1-1): | | |
| | | 1-2a: RCCIs with day students (Report ONLY <u>day</u> students in 1-2aB): | | |
| | | 1-2b: RCCIs with NO day students: | | |



Section 1 Total Schools and Enrolled Students

| Section 1 | Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students | <i>**All SFAs must report Section 1**</i> | A. Number of Schools OR Institutions | B. Number of Students |
|-----------|---|--|---|--------------------------|
| | | 1-1: Total schools <i>(Do not include RCCIs):</i> | 4 | 2,000 |
| | | 1-2: Total RCCIs <i>(Do not include schools counted in 1-1):</i> | 0 | 0 |
| | | 1-2a: RCCIs with day students <i>(Report ONLY <u>day</u> students in 1-2aB):</i> | 0 | 0 |
| | | 1-2b: RCCIs with NO day students: | 0 | 0 |

Section 2

- Only SFA's operating an alternate Provision such as Provision 2 or CEP will use this section.

Section 2 SFAs with schools operating alternate provisions

| Section 2 | SFAs with schools operating alternate provisions | **ONLY SFAs with alternate provisions must report Section 2** | A. Number of Schools AND Institutions | B. Number of Students |
|-----------|--|--|--|------------------------------|
| | | 2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP: | | |
| | | 2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP: | | |
| | | 2-2a: Provision 2/3 students reported as FREE in a NON BASE year: | | |
| | | 2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year: | | |
| | | 2-3: Operating the Community Eligibility Option : | | |
| | | 2-4: Operating other alternatives for NSLP and SBP: | | |
| | | 2-5: Operating an alternate provision(s) for only SBP or only NSLP : | | |

Section 2 SFAs with schools operating alternate provisions

| Section 2 | SFAs with schools operating alternate provisions | **ONLY SFAs with alternate provisions must report Section 2** | A. Number of Schools AND Institutions | B. Number of Students |
|-----------|--|--|--|------------------------------|
| | | 2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP: | 4 | 2,000 |
| | | 2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP: | 0 | 0 |
| | | 2-2a: Provision 2/3 students reported as FREE in a NON BASE year: | | 0 |
| | | 2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year: | | 0 |
| | | 2-3: Operating the Community Eligibility Option : | 0 | 0 |
| | | 2-4: Operating other alternatives for NSLP and SBP : | 0 | 0 |
| | | 2-5: Operating an alternate provision(s) for only SBP or only NSLP : | 0 | 0 |

Section 2 SFAs with schools operating alternate provisions

| Section 2 | SFAs with schools operating alternate provisions | **ONLY SFAs with alternate provisions must report Section 2** | A. Number of Schools AND Institutions | B. Number of Students |
|-----------|--|--|--|------------------------------|
| | | 2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP: | 0 | 0 |
| | | 2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP: | 4 | 2,000 |
| | | 2-2a: Provision 2/3 students reported as FREE in a NON BASE year: | | 1,300 |
| | | 2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year: | | 300 |
| | | 2-3: Operating the Community Eligibility Option : | 0 | 0 |
| | | 2-4: Operating other alternatives for NSLP and SBP: | 0 | 0 |
| | | 2-5: Operating an alternate provision(s) for only SBP or only NSLP : | 0 | 0 |

Section 2



- 2-1 Need number of schools and number of students in BASE Year
- 2-2 Need number of schools and number of students in NON BASE Year
 - 2-2a Need number of students reported as Free in NON BASE Year ($\text{Free \% in Base Year} \times \text{enrollment}$)
 - 2-2b Need number of students reported as Reduced Price in NON BASE Year ($\text{Reduced Price \% in Base Year} \times \text{enrollment}$)

Section 2

- Schools operating Provision 2/3 for only one program, for example, School Breakfast Program only and collecting household applications for the other program should report provision data in 2-5.



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Direct Certification

- The process by which the student is certified as eligible for free meals based on documentation/matches received directly from the applicable program such as DHS SNAP

Directly Certified Students Section 3

- Now separate on FNS-742
Verification Collection Report
- Section 3 is where you put
students not subject to
verification

Section 3

- Four Parts
 - 3-1 – Check if not required to perform DC
 - 3-2 – Students directly certified through SNAP
 - 3-3 - Students directly certified through other programs
 - 3-4 – Students certified *categorically* FREE eligible through SNAP letter method: family provides letter from SNAP agency



Section 3 Students approved as FREE eligible NOT subject to verification

| | | | |
|-----------|--|--|----------------------------|
| Section 3 | Students approved as FREE eligible NOT subject to verification | <p>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</p> <p>3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)</p> | B. Number of FREE Students |
| | | <p>3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): <i>Do not include students certified with SNAP through the letter method.</i></p> | |
| | | <p>3-3: Students directly certified through other programs: <i>Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.</i></p> | |
| | | <p>3-4: Students certified categorically FREE eligible through SNAP letter method: <i>Include students certified for free meals through the family providing a letter from the SNAP agency.</i></p> | |

Section 3 Students approved as FREE eligible NOT subject to verification

| | | B. Number of FREE Students |
|------------------|---|---------------------------------------|
| Section 3 | <p>Students approved as FREE eligible NOT subject to verification</p> <p><i>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</i></p> <p>3-1: <input checked="" type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)</p> | |
| | 3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): <i>Do not include students certified with SNAP through the letter method.</i> | 0 |
| | 3-3: Students directly certified through other programs: <i>Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.</i> | 0 |
| | 3-4: Students certified categorically FREE eligible through SNAP letter method: <i>Include students certified for free meals through the family providing a letter from the SNAP agency.</i> | 0 |

Section 3 Students approved as FREE eligible NOT subject to verification

| | | **ALL SFAs must report Section 3 or check box 3-1 if applicable** | B. Number of FREE Students |
|------------------|--|---|---------------------------------------|
| Section 3 | Students approved as FREE eligible NOT subject to verification | 3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools) | |
| | | 3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): <i>Do not include students certified with SNAP through the letter method.</i> | 700 |
| | | 3-3: Students directly certified through other programs: <i>Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.</i> | 25 |
| | | 3-4: Students certified categorically FREE eligible through SNAP letter method: <i>Include students certified for free meals through the family providing a letter from the SNAP agency.</i> | 100 |

SECTION 3-2 STUDENTS DIRECTLY CERTIFIED THROUGH SNAP

INCLUDE

- Students from DC Portal List
- Students From Other Lists such as Migrant, Homeless, Runaway, Foster, Head Start, Even Start – ***that are also on DC List*** - **DC TRUMPS**
- Students Extended Eligibility because of eligible student in household

DO NOT INCLUDE

- Certifications Based on Letter From Household of Benefits – ***Categorically Eligible***
- Certifications Based on SNAP Application where student is not on any other list – ***Categorically Eligible***
- *Homeless, Migrant, Runaway, Foster, Head Start, Even Start that **are not** on a DC list*

**SECTION 3-2 STUDENTS DIRECTLY CERTIFIED
THROUGH SNAP**

REMEMBER

***DIRECT CERTIFICATION TRUMPS
ALL***



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Section 4

- This is where you put students and applications eligible for FREE or REDUCED PRICE through the household application
- Includes SNAP applications when the student is not on any other list.
- *If student on SNAP Application is on DC list, move application to DC, and COUNT in DC*

Section 3



Section 4 Students approved as FREE or REDUCED PRICE eligible through household application

| Section 4 | Students approved as FREE or REDUCED PRICE eligible through a household application | **ALL SFAs collecting applications must report Section 4** | A. Number of Applications | B. Number of Students |
|-----------|--|--|------------------------------|--------------------------|
| | | 4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application) | | |
| | | 4-2: Approved as FREE eligible: Based on household size and income information | | |
| | | 4-3: Approved as REDUCED PRICE eligible: Based on household size and income information | | |

Section 4 Students approved as FREE or REDUCED PRICE eligible through household application

| Section 4 | Students approved as FREE or REDUCED PRICE eligible through a household application | <i>**ALL SFAs collecting applications must report Section 4**</i> | A. Number of Applications | B. Number of Students |
|-----------|--|---|------------------------------|--------------------------|
| | | 4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application) | 35 | 75 |
| | | 4-2: Approved as FREE eligible: Based on household size and income information | 365 | 730 |
| | | 4-3: Approved as REDUCED PRICE eligible: Based on household size and income information | 50 | 110 |

T-1: Total FREE Eligible Students Reported:

805

T-2: Total REDUCED PRICE Eligible Students Reported:

110

Section T-1 – Totals FREE Eligible Students

- T-1 is the total number of students reported as FREE eligible.
 - Students directly certified through SNAP
 - Students directly certified through other programs
 - Students categorically eligible for FREE
 - Students approved as categorically eligible for FREE based on SNAP case number on application
 - Approved as FREE from income application
 - Non-Base year FREE eligible, if applicable

T-2 - Total REDUCED PRICE Eligible Students

- Students approved as REDUCED Price eligible based on income application
- Non-Base year Provision 2 REDUCED Price eligible, if applicable

Section 5

- Results of Verification and Verification method used

Section 5-1 Exempt from verification

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1: ☒ Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions).

If 5-1 is checked, no further reporting in Section 5 is required.



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Section 5-2 Was verification performed and completed?

5-2: Was verification performed and completed?

- ☒ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed.



Section 5-3 Type of verification process used

5-3: Type of Verification process used:

1. ☒ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)



Section 5-4 Error Prone Applications

| | | |
|--|---|-----------|
| <p>If 1 or 3 is checked in 5-3, report 5-4.</p> <p>If 2 is checked in 5-3, enter "N/A" in 5-4.</p> | <p>5-4: Total ERROR PRONE applications: <i>Report all applications as of October 1st considered error prone</i></p> | <p>25</p> |
|--|---|-----------|



Section 5-5 Number of applications selected for verification sample

5-5: Number of applications
selected for
verification sample:

14

Section 5-6, 5-7 Direct Verification results

| | | | |
|--|---|---------------------------|-----------------------|
| <p><i>**ALL SFAs must report 5-7 or check box 5-6 if applicable**</i></p> <p>5-6: <input checked="" type="checkbox"/> Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.</p> | | A. Number of Applications | B. Number of Students |
| Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th | 5-7: Confirmed through direct verification: | 0 | 0 |

Section 5-8 Results of Verification

Sec

5-8: Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).
Do NOT include students and applications already reported in 5-7A or 5-7B.

| A. FREE-Categorically Eligible <i>Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application</i> | | | B. FREE-Income <i>Certified as FREE based on income/household size application</i> | | | C. REDUCED PRICE-Income <i>Certified as REDUCED PRICE based on income/household size application</i> | | |
|--|-----------------|-------------|--|-----------------|-------------|--|-----------------|-------------|
| Result Category | a. Applications | b. Students | Result Category | a. Applications | b. Students | Result Category | a. Applications | b. Students |
| 1. Responded, NO CHANGE: | | | 1. Responded, NO CHANGE: | | | 1. Responded, NO CHANGE: | | |
| 2. Responded, Changed to REDUCED PRICE: | | | 2. Responded, Changed to REDUCED PRICE: | | | 2. Responded, Changed to FREE: | | |
| 3. Responded, Changed to PAID: | | | 3. Responded, Changed to PAID: | | | 3. Responded, Changed to PAID: | | |
| 4. NOT Responded, Changed to PAID: | | | 4. NOT Responded, Changed to PAID: | | | 4. NOT Responded, Changed to PAID: | | |

VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):
Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

0

Section 5-8 Results of Verification

| 5-8: Results of Verification by Original Benefit Type | | | | | | | | | |
|--|---|-----------------|-------------|---|-----------------|-------------|---|-----------------|-------------|
| For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B. | | | | | | | | | |
| Sec | A. FREE-Categorically Eligible <i>Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application</i> | | | B. FREE-Income <i>Certified as FREE based on income/household size application</i> | | | C. REDUCED PRICE-Income <i>Certified as REDUCED PRICE based on income/household size application</i> | | |
| | Result Category | a. Applications | b. Students | Result Category | a. Applications | b. Students | Result Category | a. Applications | b. Students |
| | 1. Responded, NO CHANGE: | | | 1. Responded, NO CHANGE: | | | 1. Responded, NO CHANGE: | | |
| | 2. Responded, Changed to REDUCED PRICE: | | | 2. Responded, Changed to REDUCED PRICE: | | | 2. Responded, Changed to FREE: | | |
| | 3. Responded, Changed to PAID: | | | 3. Responded, Changed to PAID: | | | 3. Responded, Changed to PAID: | | |
| | 4. NOT Responded, Changed to PAID: | | | 4. NOT Responded, Changed to PAID: | | | 4. NOT Responded, Changed to PAID: | | |
| VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause <u>in addition</u> to the verification requirement. | | | | | | | | 0 | |

Section 5-8 Results of Verification

Sect

5-8: Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).
Do NOT include students and applications already reported in 5-7A or 5-7B.

A. FREE-Categorically Eligible
Certified as *FREE* based on SNAP/TANF/FDPIR documentation (e.g. case number) on application

B. FREE-Income
Certified as *FREE* based on income/household size application

C. REDUCED PRICE-Income
Certified as *REDUCED PRICE* based on income/household size application

| Result Category | a. Applications | b. Students | Result Category | a. Applications | b. Students | Result Category | a. Applications | b. Students |
|---|-----------------|-------------|---|-----------------|-------------|------------------------------------|-----------------|-------------|
| 1. Responded, NO CHANGE: | | | 1. Responded, NO CHANGE: | | | 1. Responded, NO CHANGE: | | |
| 2. Responded, Changed to REDUCED PRICE: | | | 2. Responded, Changed to REDUCED PRICE: | | | 2. Responded, Changed to FREE: | | |
| 3. Responded, Changed to PAID: | | | 3. Responded, Changed to PAID: | | | 3. Responded, Changed to PAID: | | |
| 4. NOT Responded, Changed to PAID: | | | 4. NOT Responded, Changed to PAID: | | | 4. NOT Responded, Changed to PAID: | | |

VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):
Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

0



Print

OMB APPROVED NO. 0584-0026

Expiration Date: 04/30/2016

Department of Agriculture, Food and Nutrition Service
School Food Authority (SFA) Verification Collection Report

State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0026. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.

| | | | |
|-------------------------------------|---------------------------|---|---|
| State Agency Name: SAMPLE | SFA ID#: SAMPLE | Type of SFA: <input type="checkbox"/> Public <input type="checkbox"/> Nonprofit/Private | School Year: From: 20 To: 20 |
| SFA Name: SAMPLE | | SFA City: SAMPLE | SFA Zip code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

| Section 1 | Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students | **All SFAs must report Section 1** | | A. Number of Schools OR Institutions | B. Number of Students |
|-----------|--|--|--|--------------------------------------|-----------------------|
| | | 1-1: Total schools (Do not include RCCIs): | | | |
| | | 1-2: Total RCCIs (Do not include schools counted in 1-1): | | | |
| | | 1-2a: RCCIs with day students (Report ONLY day students in 1-2aB): | | | |
| | | 1-2b: RCCIs with NO day students: | | | |

| Section 2 | SFAs with schools operating alternate provisions | **ONLY SFAs with alternate provisions must report Section 2** | | A. Number of Schools AND Institutions | B. Number of Students |
|---|--|--|--|---------------------------------------|-----------------------|
| | | 2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP: | | | |
| | | 2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP: | | | |
| | | 2-2a: Provision 2/3 students reported as FREE in a NON BASE year: | | | |
| | | 2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year: | | | |
| | | 2-3: Operating the Community Eligibility Option: | | | |
| | | 2-4: Operating other alternatives for NSLP and SBP: | | | |
| 2-5: Operating an alternate provision(s) for only SBP or only NSLP: | | | | | |

| Section 3 | Students approved as FREE eligible NOT subject to verification | **ALL SFAs must report Section 3 or check box 3-1 if applicable** | | B. Number of FREE Students |
|-----------|--|--|--|----------------------------|
| | | 3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools) | | |
| | | 3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method. | | |
| | | 3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2. | | |
| | | 3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency. | | |

| Section 4 | Students approved as FREE or REDUCED PRICE eligible | **ALL SFAs collecting applications must report Section 4** | | A. Number of Applications | B. Number of Students |
|-----------|---|---|--|---------------------------|-----------------------|
| | | 4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application) | | | |
| | | 4-2: Approved as FREE eligible: Based on household size and income information | | | |

****ALL SFAs must report Section 5 or check box 5-1 if applicable****

5-1: ☐ Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions).
If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?

- ☐ Yes, completed by November 15th
☐ Yes, completed after November 15th
☐ No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:

1. ☐ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in 5-3,
report 5-4.
If 2 is checked in 5-3, enter
"N/A" in 5-4.

5-4: Total ERROR PRONE applications:
Report all applications as of October 1st
considered error prone

5-5: Number of applications
selected for
verification sample:

****ALL SFAs must report 5-7 or check box 5-6 if applicable****

5-6: ☐ Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.

A. Number of
Applications

B. Number
of Students

Report if FREE and/or REDUCED PRICE eligibility is confirmed through
direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th

5-7: Confirmed through
direct verification:

5-8: Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).
Do NOT include students and applications already reported in 5-7A or 5-7B.

A. FREE-Categorically Eligible
Certified as FREE based on SNAP/TANF/FDPIR
documentation (e.g. case number) on application

B. FREE-Income
Certified as FREE based on
income/household size application

C. REDUCED PRICE-Income
Certified as REDUCED PRICE based on
income/household size application

Result
Category

a.
Applications

b.
Students

Result
Category

a.
Applications

b.
Students

Result
Category

a.
Applications

b.
Students

1. Responded,
NO CHANGE:

1. Responded,
NO CHANGE:

1. Responded,
NO CHANGE:

2. Responded,
Changed to
REDUCED PRICE:

2. Responded,
Changed to
REDUCED PRICE:

2. Responded,
Changed to
FREE:

3. Responded,
Changed to
PAID:

3. Responded,
Changed to
PAID:

3. Responded,
Changed to
PAID:

4. NOT
Responded,
Changed to
PAID:

4. NOT
Responded,
Changed to
PAID:

4. NOT
Responded,
Changed to
PAID:

VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):

Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

0

Verification Collection Report

- The Verification Collection Report **is required** to be submitted by **December 15th** each year to the Child Nutrition Unit

USDA Memo 13-2012 Verification for Cause in the School Meals Program

- 7 CFR 245.6a(c)(7) Requires SFA/LEA to verify any questionable application and on a case-by-case basis verify any application for cause.
- SFA/LEA must approved application on face value first
- Any verification for cause applications are OVER and ABOVE the required 3% sample sized for verification



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USDA Memo 13-2012 Verification for Cause in the School Meals Program

- 7 CFR 245.6a(c)(7) Requires SFA/LEA to verify any questionable application and on a case-by-case basis verify any application for cause.
- SFA/LEA must approved application on face value first
- Any verification for cause applications are OVER and ABOVE the required 3% sample sized for verification



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USDA Memo 13-2012 Verification for Cause in the School Meals Program

- Recommend the SFA/LEA consult with legal counsel
- Verification for Cause MUST not be used to verify the households of all school employees whose children are certified for free or reduced price meals.
- SFA/LEA can use available salary information to identify questionable approved applications and then verify for cause

USDA Memo 13-2012 Verification for Cause in the School Meals Program

- **Must give household that is verified for cause appeal rights**
- Any type of suspected fraud should be reported to the Department of Agriculture's Office of Inspector General
- Refer to Part 9 of the *Eligibility Guidance for School Meals*



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Things to Remember

- The Verifying Official will need to complete the Verification Tracker for **each application verified** and attach it to the application with the supporting documentation
- The Verification Collection Report **MUST be emailed** to the Child Nutrition Office on or before **December 15th**
- Regardless of who is the Verifying Official, the **Child Nutrition Director** has the final responsibility of ensuring the Verification Collection Report is completed **accurately and on time**



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Things to Remember

- All verification activities **MUST** be completed by **November 15th**
- Verification is considered complete when the verifying official sends the “We have checked your application...” letter

Things to Remember

- **Verification for Cause** – the LEA has an obligation to verify all approved applications that may be **questionable**
- See page 84 of Eligibility Manual
- **If Verification for Cause happens prior to Nov. 15 then information goes on FNS-742**

Things to Remember

- Categorically Eligible and Directly Certified students **are NOT** subject to verification
- **Denied** applications **are not** subject to verification

Things to Remember

- If you use a software program that selects applications for verification...make sure it is **CORRECT!!!** If the applications are supposed to be error prone applications make sure they are error prone. Some software programs are not correctly determining error prone applications.

Sign In Sheets

- Be sure your signature is legible on the sign in sheet
- Fax sign in sheets to:

Debi Branscum

501-324-9505

E-mail Child Nutrition

- E-MAIL ADDRESS for Verification Collection Report (FNS-742)

ade.chnutverify@arkansas.gov

**E-mails must be received no later
than December 15, 2014**

Questions?

Ask Now or email:

Patricia Winders at

patricia.winders@arkansas.gov or

Donna Ratliff at

donna.ratliff@arkansas.gov